

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission. Effective April 13, 1957.

SUFFOLK COUNTY
DEPARTMENT OF CIVIL SERVICE

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this Department.

1. DEPARTMENT

MUNICIPALITY

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF
WORK TIME

| | |
|--|--|
| | |
|--|--|

This form may also be used for reclassification request.

(attach additional sheets if more space is needed)

| | | |
|---|-------|----------------------|
| 3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.) | | |
| NAME | TITLE | TYPE OF SUPERVISION |
| | | |
| | | |
| 4. Names and Titles of Persons Supervised by Employees in this position. | | |
| NAME | TITLE | TYPE OF SUPERVISION |
| | | |
| | | |
| 5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position. | | |
| NAME | TITLE | LOCATION OF POSITION |
| | | |
| | | |

6. What minimum qualifications do *you think* should be required for this position?

Education: High School Years
 College Years, with specialization in: _____
 Other Years, with specialization in: _____
 Experience: (List amount and type)

Essential knowledge, skills and abilities:

Type of license or certificate required:

| | | |
|--|--------|------------|
| 7. The above statements are accurate and complete. | | |
| Date: | Title: | Signature: |

CERTIFICATE OF CIVIL SERVICE DEPARTMENT

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| 8. In accordance with the provisions of Civil Service Law, Section 22 the SUFFOLK COUNTY CIVIL SERVICE DEPARTMENT certifies that the appropriate civil service title for the position described is _____ | |
| _____ | |
| SPEC. NO. | |
| NO. OF POSITIONS | |
| Date: | Signature: |

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

| | |
|--------------------------------------|----------------------|
| 9. Creation of described position | |
| <input type="checkbox"/> Approved | |
| <input type="checkbox"/> Disapproved | RESOLUTION NO. _____ |
| Grade or Salary _____ | |
| Date: | Signature: |